



Job Announcement

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Opening Date:	October 30, 2014	Closing Date:	November 13, 2014
Job Title:	Human Resources Associate	Position Type:	Regular Full Time
PIN:	080556	FLSA Status:	Non-Exempt
Location:	District 6, Montgomery County Rockville, Maryland	Grade/Entry Salary:	J9 \$36,189 - \$43,021
Financial Disclosure:	No		(Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

Essential functions: This is a paraprofessional human resources position in the District Court. The Human Resources Associate (HR Associate) acts as a liaison between the Judiciary Human Resources Department and District 6- Rockville and Silver Spring locations. The HR Associate is responsible for coordinating recruitment efforts, scheduling interviews, conducting new employee orientation and disseminating/collecting time sheets. This position maintains confidential employee files (e.g. medical, FMLA records) and advises supervisors, employees, and applicants on procedural requirements for processing personnel actions such as new hires, reclassifications, and separations from employment. Additionally, the HR Associate presents and explains information to District 6 employees concerning health benefits and retirement plans, direct deposit, payroll deductions, leave benefits and regulations, and any other information related to personnel; travels to various court locations within the district to maximize effectiveness; communicates with central HR Department to accomplish district personnel actions and serves as the conduit for all personnel-related information flowing to and from the district. This position also maintains and updates the current organization chart for District 6, distributes and/or posts information regarding recruitment, health programs and seasonal HR initiatives. The HR Associate performs all other duties as assigned. This position is considered essential and subject to call in during emergency closings.

Education: High school diploma or GED.

Experience: Three years of general clerical or administrative experience, one of which involved the application and implementation of human resources procedures, policies, regulations, and processing transactions.

Preferred: Bachelor's degree. Additional work experience performing human resources functions and applying and implementing human resources procedures and practices. Experience working in a government system with knowledge of the intricacies involving central processing and transactions approval.

Skills/Abilities: Knowledge of District Court policies, procedures, and practices related to handling personnel matters. Knowledge of procedural requirements for various areas such as health benefits, recruitment, and interview and selection of employees. Ability to organize and prioritize in order to meet all deadlines. Ability to communicate effectively and precisely (both verbal and written) with all levels of District Court personnel, other agencies and applicants. Ability to maintain confidentiality standards at all times. Ability to remain objective and fair in the application of personnel rules, procedures, and guidelines. Ability to use a computer and other office equipment including knowledge of certain software packages as Microsoft Excel, Word, PowerPoint, Corel WordPerfect, Lotus Notes, etc. Ability to lift up to 25 lbs. using proper lifting techniques. Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN number. You may also include with your application, a cover letter and resume. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.